

**LOCAL DISTRICT CLASSIFICATION PLAN**

**CLASS TITLE: FOOD SERVICE ASSISTANT I**

**BASIC FUNCTION:**

Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff; perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

**DISTINGUISHING CHARACTERISTICS:**

Food Service Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food. Food Service Assistant II incumbents assist in the preparation of food in a production kitchen, food serving and cashiering duties and incumbents may be assigned lead duties.

**REPRESENTATIVE DUTIES:**

Prepare food service facilities for the serving of food; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.

Wash and prepare eating and serving areas; set out food, trays and beverages according to established procedures.

Maintain work areas and serving areas in a clean, sanitary and safe condition; wash and clean counters and steam tables; wash and store pots, pans, trays and kitchen equipment.

Heat, portion and serve food to students and staff according to established procedures.

Count money and prepare money boxes or cash registers with appropriate amount and denominations of change.

Sell a variety of foods and beverages and make proper change; collect tickets and money for meals and beverages sold and make appropriate change.

Assist in storing unused food and supplies; dispose of unusable leftovers and garbage.

Operate a variety of standard kitchen equipment such as a cash register, dishwasher, and ovens; report faulty equipment as necessary.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Standard kitchen equipment, utensils and measurements.  
Basic math and cashiering skills.  
Sanitation practices related to handling and serving food.  
Interpersonal skills using tact, patience and courtesy.  
Proper lifting techniques.

**ABILITY TO:**

Serve food in accordance with health and sanitation regulations.  
Learn and follow health and sanitation requirements.  
Maintain food service equipment and areas in a clean and sanitary condition.  
Operate a cash register and make change accurately.  
Learn, apply and explain policies, procedures, rules and regulations.  
Meet schedules and time lines.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Lift heavy objects.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.

**LICENSES AND OTHER REQUIREMENTS:**

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045.